

**MINUTES**  
**Russellville City Council Meeting**  
**Thursday, May 18, 2023 6:00 p.m.**

**Welcome and Call to Order.** Mayor Fred Teague  
**Invocation.** Sara Jondahl  
**Roll Call.** Gina Skelton, City Clerk-Treasurer

**Attendees.** Mayor Fred Teague, City Attorney Trey Smith, City Finance Director, Robin Johnson, City Clerk Gina Skelton. Councilmember's, Paul Gray, Eric Westcott, Justin Keller, Nathan George, Shawn Harris, Seth Bradley, Chris Olson and Emily Young were present.

**Approval of Minutes.** April 11, 2023 and April 20, 2023

**Motion to Approve the April 11, 2023 and April 20, 2023 Minutes was made by Mr. Westcott, Second by Mr. Keller. Motion passed and minutes approved. Voice vote 8-0.**

**Financial Report.** Robin Johnson, Finance director

**Highlights:** May 18, 2023

City Sales Tax Receipts	\$421,038
County Sales Tax Receipts	\$491,967
2021 1 Cent Sales Tax Receipts	\$842,077
	\$589,453 Streets \$84,208 Parks, Capital, Econ Dev
Interest Received	\$238,620
General Fund	\$ 28,018
Street Fund	\$155,089
All Other Funds	\$ 55,513

**GENERAL FUND**

**REVENUES:** April operating revenues totaled \$1,411,935 compared to \$1,409,503 for the same period last year. YTD operating revenue is 5% above budget. April sales tax collections and turnback totaled \$940,898 compared to same period last year \$878,259. Franchise fees and permit revenues totaled \$257,778.

**EXPENDITURES:** April expenditures totaled \$1,387,958 comprised of Personnel Related Expense of \$983,027. Utilities & Other Expense were \$404,931. Expenditures were 1.7% below year-to-date projections.

**STREET FUND**

**REVENUES:** April Street revenues totaled \$999,077; 2021 Sales Tax \$589,454, State Turnback and Advalorem Tax \$183,129, State ½ Cent Road Tax revenue \$70,865, Interest \$155,089, and other miscellaneous \$540. Street Operating Revenues were 20% above budget.

**EXPENDITURES:** Operational expenditures for April were \$186,269 comprised of Personnel Related Expense of \$112,423 and Utilities & Other \$73,846; Capital Spending was \$21,755 for a Pavement Saw, Compactor Plate and a Concrete Saw Cutting Blade; ½ Cent Sales Tax Spending was \$370,912 for Phase 3 of Schoolhouse Trail; Sales Tax Spending was \$102,797 for Dig Easements and East 22<sup>nd</sup> Street Drainage Project;

### ECONOMIC DEVELOPMENT FUNDS

**REVENUES:** April revenues totaled \$106,721; New sales tax revenue of \$84,207 and \$22,514 in Interest.

**EXPENDITURES:** April expenditures were \$53,825; Reimbursement for AR Valley Alliance of \$25,327 and \$28,498 Reimbursement for Workforce Development Services.

### CAPITAL ASSET FUND

**REVENUES:** Total revenues for April were \$101,328; including a transfer from the General Fund of \$100,000 to increase funding for Building Capital Expenditures and \$1,328 in Interest.

**EXPENDITURES:** Capital Asset expenditures for April totaled \$1,241 which was building related.

#### City of Russellville Arkansas Summary Financial Activity by Fund

Fund Number	Fund Title	Fund Balance	April 2023		Fund Balance
		03.31.23	Receipts	Disbursements	04.30.23
Fund 01	General Fund	3,296,279.61	1,411,935.34	1,461,156.45	3,247,058.50
Fund 01	Emergency Reserve - General	3,500,000.00	-	-	3,500,000.00
Fund 02	Street Fund Operating	2,094,706.07	265,561.53	186,269.23	1,861,328.13
Fund 02	Street Fund Capital	1,177,947.00	-	21,755.35	1,097,950.22
Fund 02	Road Tax Street Fund	64,452.57	70,864.72	370,911.67	135,317.29
Fund 02	2014 Street Sales Tax Fund	15,747,100.50	-	4,262.58	15,742,837.92
Fund 28	2021 Street Sales Tax Fund	17,639,915.26	662,649.84	98,534.34	18,204,030.76
Fund 03	2003 Economic Development Fund	2,347,959.08	9,701.60	-	2,357,660.68
Fund 04	Capital Asset Fund	287,698.62	101,328.17	1,241.15	387,785.64
Fund 07	2021 Sales Tax Capital Fund	1,902,700.91	92,129.11	0.01	1,994,830.01
Fund 08	2021 Parks & Rec Special Fund	1,981,415.05	92,173.51	192,775.92	1,880,812.64
Fund 10	EMS Services Fund	13,771.32	14,614.63	8,302.03	20,083.92
Fund 12	District Court Costs Fund	63,206.07	3,446.09	4,162.10	62,490.06
Fund 13	No Vehicle Insurance Fund	19,892.81	1,506.24	-	21,399.05
Fund 14	Parks & Rec Special	62,899.22	4,147.60	6,521.38	60,525.44
Fund 15	Police Training	13,616.84	1,072.94	-	14,689.78
Fund 17	Court Automation	515,095.21	6,787.71	915.65	520,967.27
Fund 18	Administration of Justice Fund	575.91	41,920.68	41,884.46	612.13
Fund 19	Criminal Justice Ordinance Fund	73,819.48	6,131.95	2,688.00	77,263.43
Fund 20	Fire Contingency Fund	166,576.12	687.91	3,700.00	163,564.03
Fund 21	Fire Insurance Premiums Fund	84,168.64	347.78	-	84,516.42
Fund 23	2007 Economic Development Fund	1,055,243.02	4,360.19	-	1,059,603.21
Fund 24	Russellville Oakland Cemetery	121,297.79	2,477.05	6,672.68	117,102.16
Fund 25	Russellville Convention Center	2,655,355.30	10,971.74	-	2,666,327.04
Fund 26	2014 Economic Development Fund	182,154.97	752.63	53,824.93	129,082.69
Fund 27	2021 Economic Development Fund	1,848,908.47	91,906.85	-	1,940,815.32
Fund 29	Federal Grant Activity Fund	1.00	-	-	1.00
Fund 30	Ladmore Tourist Home Fund	17,088.06	23,929.03	17,087.06	23,930.03
Fund 31	ACEDP Grant Phoenix Inn. Fund	1.00	-	-	1.00
Perpetual Care	Bank OZK Oakland Cemetery	155,774.56	165.88	-	155,940.44
	Genworth	120,935.44	-	-	120,935.44
		<u>57,210,555.90</u>	<u>3,921,570.74</u>	<u>2,482,664.99</u>	<u>57,649,461.65</u>

**City of Russellville**  
**Equipment Lease Liability**  
 @ 04.30.23

Lease Agreement	Purpose	Beginning	Ending	Months Remaining	Total Cost	Liability @ 04/30/23
<b>In Fund 01 General Fund</b>						
LEAF	Kyocera 6053 Printer	12/14/20	12/14/27	32	\$ 340.22	\$ 10,887.04
LEAF	Kyocera 3552 Printer	07/19/18	07/25/23	3	\$ 107.34	\$ 322.02
Pitney Bowes	SendPro Postage Machine	11/16/20	11/16/26	31	\$ 53.88	\$ 1,670.24
Pitney Bowes	SendPro C Auto Postage Machine	04/01/23	04/01/28	59	\$ 151.35	\$ 8,929.65
Quadient Leasing USA	IS280- Postage Machine	03/17/21	03/16/24	11	\$ 34.78	\$ 382.60
<b>In Fund 10 EMS Services - Annual Payments</b>						
Huntington National Bank	(2) Ram 5500 Ambulances	09/01/22	09/01/27		\$ 5,056.57	\$ 303,394.05
Zoll Medical Corporation *	Monitor/Defibrillator	08/19/22	09/01/24		\$ 11,985.30	\$ 23,970.60
Stryker Sales/Flex Financial *	(3) Ambulance Cots	12/01/22	12/01/27		\$ 59,632.49	\$ 238,529.96
					<b>Total Lease Liability</b>	<b>\$ 588,086.16</b>

\* This liability was inadvertently not included in previous reports, that liability was incurred in 2022 with annual payments into the future.

Other General Fund Liabilities @ 04/30/2023		
<i>In General Fund</i>	Accounts Payable	\$ 3,555.30
	State Taxes Payable	\$ 22,462.59
	LOPFI, Fire Pension Payable	\$ (1,442.39)
	Group Insurance Payable	\$ (431.75)
	Misc Payroll Deduction Pay	\$ 122.86
	American Fidelity Payable	\$ 57.71
	457 Plan Payable	\$ 750.00
	Supplemental Life Payable	\$ 13.94
	APERS Employee Contribution	\$ (111.73)
	TxLife Insurance	\$ 576.75
<b>Total Other Liabilities</b>		<b>\$ 25,553.28</b>

**Mayor's Report.** No Report

**Departmental Report.** Public Works

Provided a video of the projects that the City has worked on and that are completed.

**Personnel Committee.** Paul Gray (Chairman), Seth Bradley, Nathan George and Emily Young.

No Report

**Finance Committee.** Finance Committee Members. Eric Westcott (Chairman), Shawn Harris, Justin Keller and Chris Olson.

**From the 5:30 p.m. Finance Meeting**

**Item 1.** Consideration of Resolution No. 2149 Authorizing the Mayor and City Clerk-Treasurer to Execute a Contract for Sale with McGee Monument Co. Inc., for the Purchase and Installation of Fifty Five (55) Cornerstones for the Marking of Plots in the Campbell Addition of Oakland Cemetery and For Other Purposes. Sponsored by William Smith, City Attorney.

Motion to Adopt Finance Item 1 was made by Mr. Westcott. Motion passed. Voice vote 8-0.

From the 6:00 p.m. Finance Meeting

Item 1. Appropriation

Appropriated from the city General Fund 2021 Year End Carry Over Balance the sum of \$27,989.00 to be used for the following purposes:

Fund the June 1<sup>st</sup>, 2023 Stipend for the Street Fund Employees Salaries, FICA Expense, and Non Uniform Pension with Anticipated Pay Date of June 9<sup>th</sup>, 2023. Employee must have an active status at pay date and be hired by 05.01.23 to qualify for Stipend. Per APERS rules, this Stipend is being excluded from Earnings.

02-202-5111	SALARIES	\$ 26,000.00
02-202-5181	FICA	\$ 1,989.00

REVISION REMOVES THE APERS PORTION OF THE EXPENSE

Motion to Adopt Finance Items 1 and 3 was made by Mr. Westcott. Motion passed. Voice vote 8-0.

Item 2. Appropriation

Appropriated \$194,910 for a contingent award of a 90/10 FAA Grant in the amount of \$174,969 and matching funds from the General Fund **2022 Year End Carry Forward Balance** the sum of \$19,941.00 to be used for the following purposes:

**Runway remarking Project and Engineering for the Airport Apron Improvement Project**

FUND: CAPITAL ASSET

DEPARTMENT: MUNICIPAL AIRPORT

REVENUE:

04-113-4171 TRANSFER OF FUNDS	\$ 19,941.00
04-113-4215 AIRPORT GRANT	\$174,969.00

EXPENDITURE:

04-113-5353 RUNWAY IMPROVEMENT GRANT	\$ 46,338.00
04-113-5355 AIRPORT APRON IMPROVEMENTS	\$148,572.00

**Motion to Adopt Finance Item 2 was made by Mr. Westcott. Motion passed. Voice vote 8-0.**

**Item 3. Appropriation**

Appropriated from the city General Fund 2022 Year End Carry Over Balance the sum of **\$210,685.88** to be used for the following purposes:

**Fund the June 1st, 2023 Stipend for the General Fund Departments Salaries, FICA Expense, and Non Uniform Pension with Anticipated Pay Date of June 9<sup>th</sup>, 2023. Employee must have an active status at pay date and be hired by 05.01.23 to qualify for Stipend. Per APERS rules, this Stipend is being excluded from Earning.**

01-XXX-51XX	SALARIES	\$184,000.00
01-XXX-5112	PART TIME SALARIES	\$ 14,500.00
01-XXX-5181	FICA	\$ 11,685.55

**REVISION INCREASES PART TIME SALARIES BY \$3,500.00 AND REMOVES THE APERS PORTION OF THE EXPENSE.**

**See Attached for the amounts for each of the departments:**

**Administration, Mayor, Information Technology, District Court, Aquatic Center, Animal Control, Parks and Recreation, Fire Department, Police Department, City Attorney, Municipal Airport and Planning and Development.**

**Motion to Adopt Finance Items 1 and 3 was made by Mr. Westcott. Motion passed. Voice vote 8-0.**

**Item 4.** Consideration of reimbursement request from Main Street Russellville for the 1<sup>st</sup> quarter 2023 expenses in the amount of \$15,000.00.

**Motion to Adopt Finance Item 4 was made by Mr. Westcott. Motion passed. Voice vote 8-0.**

**Item 5.** Consideration of **Resolution No. 2150** to Accepting the Lowest Responsible BID for the Schoolhouse Trails Project, Ph. 2, Job 080671; to Authorize the Mayor and City Clerk-Treasurer to Enter Into an Agreement and Execute Other Necessary Documents for Said Project for the City of Russellville, Arkansas and for Other Purpose. Sponsored by Glenn Newman, City Engineer

**Motion to Adopt Finance Item 5 was made by Mr. Westcott. Motion passed. Voice vote 8-0.**

**Unfinished (Old) Business.**

- Item 1.** Consideration of an Ordinance Adopting Permit and Review Fees Associated With the Current Edition of the Arkansas State Codes as Adopted by the City and a City Code, Codifying the Established Fees Into a City Code and for Other Purposes **Second of Three Readings.** Sponsored by Russellville fire Department.

**CHAPTER 2 - PERMIT AND REVIEW FEES**

- SUBCHAPTER 1 - BUILDING PERMIT FEES**
- SUBCHAPTER 2 - MECHANICAL PERMIT FEES**
- SUBCHAPTER 3 - ELECTRICAL PERMIT FEES**
- SUBCHAPTER 4 - PLUMBING PERMIT FEES**
- SUBCHAPTER 5 - COMMERCIAL DEMOLITION PERMIT FEES**
- SUBCHAPTER 6 - LICENSED CARE SERVICES**
- SUBCHAPTER 7 - ARCHITECTURAL PLAN REVIEW**
- SUBCHAPTER 8 - FIRE SPRINKLER PLAN REVIEW**
- SUBCHAPTER 9 - FIRE ALARM PLAN REVIEW**
- SUBCHAPTER 10 - SOLAR PLAN REVIEW**
- SUBCHAPTER 11 – OPEN BURN PERMIT FEE (COMMERCIAL)**

**Mr. Westcott made a Motion for Old Business Item 1 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read the Second of Three Readings. Seconded by Mr. George. Motion Passed. Voice Vote 8-0.**

- Item 2.** Consideration of **Ordinance No. 2450** Adopting the Current Edition of the Arkansas Codes, as Written; Providing for a Penalty; Codifying the State Codes Into a City Code and for Other Purposes. **Third and Final Reading.** Sponsored by Russellville fire Department

**Mr. Westcott made a Motion for Old Business Item 2 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read the Third and Final Reading. Seconded by Mr. George. Motion Passed. Voice Vote 8-0.**

**Motion to Adopt Old Business Item 2 was made by Mr. Westcott. Seconded by Mr. George. Motion Passed. Voice Vote 8-0.**

- Item 3.** Consideration of an Ordinance Submitting to the Voters of the City of Russellville, Arkansas, and Other Affected Persons, the Question of Annexation to Said City of Russellville Certain Contiguous Territory as Described by the Legal Description and Map attached With This Ordinance and Incorporated by Reference and for Other Purposes. Special Election on November 14, 2023. **Second of Three Readings.**

Sara Jondahl, Planning Department

**Mr. Westcott made a Motion for Old Business Item 3 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read the Second of Three Readings. Seconded by Mr. Gray. Motion Passed. Voice Vote 8-0.**

**Item 4.** Consideration of an Ordinance Amending the Zoning Code for the City of Russellville, Arkansas, Ordinance 2443, and for Other Purposes. **Second of Three Readings.** (ZONE-0323-000343) Unanimously recommended by the Planning Commission.

**Mr. Westcott made a Motion for Old Business Item 4 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read the Second of Three Readings. Seconded by Mr. Gray. Motion Passed. Voice Vote 8-0.**

**Item 5.** Consideration of an Ordinance Amending the Land Subdivision and Development Code for the City of Russellville, Arkansas, Ordinance No. 2444, and for Other Purposes. **Second of Three Readings.** (ZONE-0323-000344) Unanimously recommended by the Planning Commission.

**Mr. Westcott made a Motion for Old Business Item 5 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read the Second of Three Readings. Seconded by Mr. Gray. Motion Passed. Voice Vote 8-0.**

#### **New Business.**

**Item 1.** Consideration of an Ordinance Rezoning Certain Realty in the City of Russellville, Arkansas and For Other Purposes. (Rezoning a property from R-2/M-2 to M-1, located at 3300 Bernice Ave). **First of Two Readings.** Submitted by Barrett & Associates on behalf of Molly B Enterprises. Unanimously recommended

**Mr. Westcott made a Motion for New Business Item 1 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read the First of Two Readings. Seconded by Mr. George. Motion Passed. Voice Vote 8-0.**

**Item 2.** Consideration of an Ordinance Rezoning Certain Realty in the City of Russellville, Arkansas and For Other Purposes. (Rezoning property from R-2 to M-1, located along S Frankfort between the 3300 block and the 4000 block of S Frankfort Ave). **First of Two Readings.** Submitted by the City of Russellville. Unanimously recommended by the Planning Commission.

**Mr. Westcott made a Motion for New Business Item 2 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read the First of Two Readings. Seconded by Mr. Keller. Motion Passed. Voice Vote 8-0.**

**Item 3.** Consideration of an Ordinance Rezoning Certain Realty in the City of Russellville, Arkansas and For Other Purposes (rezoning property from R-3 to M-1, located at 3036 E 16th Street) Submitted by the City of Russellville. Unanimously recommended by the Planning Commission.

**Mr. Westcott made a Motion for New Business Item 3 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read the First of Two Readings. Seconded by Mr. George. Motion Passed. Voice Vote 8-0.**

**Item 4.** Consideration of **Resolution No. 2151** Setting a Public Hearing for the Vacation of East Ten Feet of the North Greenwich Avenue Adjacent to Lot 7 and the North Fifteen Feet of the West 92 Feet of Eat "E" Street Along Lots 7 & 8, Block 86, J.L. Shinn Addition, City of Russellville, Arkansas; and for Other Purposes. Submitted by Barrett & Associates on behalf of Wendy Tran. Unanimously recommended by the Planning Commission.

**Motion to Adopt Items 4 as made by Mr. Westcott and seconded by Mr. Keller. Motion passed. Voice vote 8-0.**

**Motion to Adjourn was made by Mr. Westcott. Seconded by Mr. Keller.**

**Adjourned.**

- ❖ Agenda Prep for Finance Committee Meeting, Tuesday, June 6, 2023 at 5:30 p.m. at City Hall First Floor Conference Room followed by the City Council Agenda Prep Meeting at 6:00 p.m.
- ❖ Finance Committee Meeting, Thursday, June 13, 2023 at 5:30 p.m. at City Hall Council Chambers followed by City Council Meeting at 6:00 p.m.



Mayor Fred Teague.

*[Handwritten Signature]*

City Clerk Gina Skelton.

*[Handwritten Signature]*

Approved by Council.

6.13.2023

